

Dear Prospective Judicial Reporting and Captioning (JRC) Student:

Welcome! You are about to embark on a wonderful, yet challenging, journey into the world of information reporting. Whether it is judicial reporting, broadcast captioning, CART, or other reporting possibilities, your life is going to change. This is a remarkable career choice you have made.

It is very important that you register for classes early. If you are new to the college, start your admissions process early as well. Registration for summer and fall classes usually begins in the spring. So that you don't lose any class time, whether you are an on-campus student or an online student, I want you all to be prepared with your machine, textbooks, student passwords, any CDs that are necessary for online resources, and all other equipment purchased by the time the semester term begins.

Attached is an estimate of expenses for the JRC program. Please note that the requirements are subject to change prior to the start of each semester, so it is very important that you check with one of the JRC faculty to discuss the current semester's equipment and costs. Initial startup is quite costly. Keep in mind that these initial costs when distributed over your tenure here at SSC in the JRC program are affordable. We want you to begin your program with the most benefits possible. The equipment, software, texts, etc., will give you a tremendous advantage in learning a theory for realtime writing and prepare you for your career in judicial reporting, broadcast captioning, or realtime transcription.

******IMPORTANT: Please contact our Financial Aid office to see if you are eligible for additional funding options.***

******If you are a transfer student with Phoenix Theory knowledge, please contact Julie Hardgrove at 330-494-6170, ext. 4358.***

Please take note of the following:

Steno machine: You are required to purchase a *Stentura Wave*, Item Number 45006, from Stenograph Corporation. This machine is computer compatible and ready for you to write realtime at home. The Wave is completely electronic; no steno paper is used.

Please note: On campus, the College supplies Stenograph SRT400s to use in the classroom. You do not need to bring your steno machine with you to class when you are on campus.

A *Stentura Wave* costs approximately \$1,495 plus S&H. **If a student chooses the "Wave Rent-to-Own" plan, the Item number is #39254.** Information about the *Stentura Wave* is below (directly from the Stenograph website):

The Wave™

With TrueStroke™ technology, the Wave enables you to do your best right from the start. It's made by Stenograph, the undisputed leader in keystroke science and steno machines.

The perfect paperless steno writer for students

Watch your accuracy soar with the Wave steno machine! The vibrant flat-panel screen clearly displays steno outlines as you write them, giving you the best kind of feedback -- immediate

feedback -- to enable you to practice proper technique while you build speed. The phenomenal touch of this writer will speed you on your way to success.

The ideal steno writer for realtime captioners

Using the same extraordinary technology as the professional Diamante steno writer, the Wave writer provides amazing results at a fraction of its cost. By eliminating redundancy yet keeping the phenomenal TrueStroke technology from the Diamante the Wave enables cleaner output than ever.

Item #: 45006	Wave Writer for Students	\$1,495.00	<input type="text" value="1"/>	ADD TO CART
Item #: 45009	Wave Writer for Professionals	\$2,195.00	<input type="text" value="1"/>	ADD TO CART
Item #: 39254	Wave Rent-to-Own for Students	\$1,850.00	This item is not eligible for online ordering. Call 800-323-4247 any weekday or write to sales@stenograph.com.	
Item #: 39470	Pre-Owned Wave writer for students	\$995.00	<input type="text" value="1"/>	ADD TO CART

Stenograph also offers an incentive program for a future trade-in value on your Wave if bought brand new from Stenograph (ask Student Education Representative about this!). When you purchase a Wave, it is recommended you purchase the machine with *extension keys* for the *asterisks* and the *T-S keys*. Also, make sure your machine comes with the realtime computer cable, an AC adapter, tripod, and steno machine case.

We encourage you to purchase your *Stentura Wave* brand new through Stenograph.

In the past, some students have purchased used machines from other sources and have called Stenograph to honor the warranty to repair the machine. **Stenograph only honors machines that have been purchased through them.** Think about it this way—this machine is going to be your breadwinner for your life. You want to have the best machine that is in the best working order and one that has a valid warranty. It is, however, your choice as to where you purchase your steno machine. Just be sure that you are purchasing your machine from a reputable person/place. Please contact Stenograph to find out about incentive programs with future trade-ins of steno machines bought brand new. **Also note**, if your machine needs repaired during the school year, Stenograph does not loan machines to students unless the student has purchased the upgraded warranty for approximately \$50.00. This is optional, but may be a good investment idea.

Realtime Software: You will be required to purchase the Case Catalyst 14* Student Version (realtime software student version) (*or an updated version). Make sure you ask for StenEd translation theory dictionary CD. At this time, the cost is \$495 plus S&H; this software will be used in the theory, speedbuilding classes, realtime software applications class, judicial preparation courses, and the captioning courses—every realtime writing class.

Please contact the Stenograph Education Specialist, 1-800-323-4247, ext. 5563 (**primary contact**), the General Line at 1-800-323-4247 x7880, or Lynn Petersen, 1-330-562-3580, ext. 5583, for further information and possible discounts on the steno machine and software when purchased together from Stenograph. **It is important you contact them by phone rather than ordering your equipment online. Please allow a 2-3 week lead time to receive your machine/software after your purchase.**

Questions to ask before purchasing:

- ✓ Are there extension keys? (Asterisk extension key—single or double; T-S extension keys; both recommended)
- ✓ What is the warranty?
- ✓ What is the upgraded warranty and loaner option?
- ✓ What comes with the machine? Tripod? Carrying case: softsided or hard? Realtime computer cable? User's manual? AC adapter? Machine cover?
- ✓ If the machine is purchase brand new from Stenograph, is there an incentive program for trade-in?
- ✓ If the machine is used, are there maintenance records available?
- ✓ If buying from someone other than Stenograph, did the seller buy this machine new or used?
- ✓ Does the StenEd dictionary come with the Case Catalyst student software?

Computer Specifications for Case Catalyst 14 Student Version:

Please see the RECOMMENDED HARDWARE GUIDELINES document.

FOR A BREAKDOWN OF ALL EXPENSES FOR COURSE MATERIALS SEE THE ATTACHED ESTIMATED EXPENSE FORM

Theory I and Theory II

Text/Course materials:

StenEd Realtime Theory Volume I (CD#115)

(includes the text and lesson exercises on CD)

Beverly Loeblien Ritter, Stenotype Educational
SSC college store

Reader for StenEd Realtime Theory (#105)

(included in the above packet)

SSC college store

The Ultimate Finger Drill Book, (FD001)

SSC college store

StenEd Realtime Professional Dictionary (2004 ed) (#551)

SSC college store

StenEd Realtime Dictionary of Briefs and Phrases (#553)

SSC college store

Realtime Coach Online Tutorial - combines the latest technologies to deliver the most comprehensive learning experience ever created for Court

(purchase instructions from classroom Instructor)

Reporting, Captioning and CART:

- Streaming Video, Audio, Text
- Computer Assisted Transcription (CAT) technology
- Focused Feedback™ System
- Realtime Reports™
- Web hosting technologies

Stentura Wave Computerized Stenograph Machine
Case Catalyst 14* Student Version (or updated student version) realtime software (ask for StenEd translation dictionary)
Full-ear Headphones with volume control and an extra long cord (Radio Shack or Best Buy)

For online students:

Our theory courses are offered through the SSC course management site. All course/text materials listed above are required for online students as well.

To order your books from the SSC college store, please contact them at 330-966-5442 or at <http://www.starkstate.edu/collegestore>. You will need to give a credit card number and there will be UPS charges to ship your books.

More information about SSC and the JRC program is available at <http://www.starkstate.edu/judicial-captioning>

If you have any questions or concerns prior to your start of class, please contact, Julie Hardgrove jhardgrove@starkstate.edu or René Eneix at reneix@starkstate.edu.

We look forward to meeting you.

Sincerely,

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Attachment: Estimated Expenses (contact Financial Aid for additional funding options)

Information Reporting Technology
Estimated Expenses (excluding tuition and living expenses)

Students entering **Spring 2015**

Please note that requirements are subject to change prior to each semester.

Instructional Materials and Equipment	Approximate Cost	Semester Required	Education Program Related
Stentura Wave (computer compatible with realtime cable)	\$1,495.00 Stentura Wave	1 st (when enrolled in Theory I)	✓
Case Catalyst 14* Student Version (realtime software)	\$495.00	1 st (when enrolled in Theory I)	✓
Headphones (full-eared, volume control, long cable)	\$25.00	1 st (when enrolled in Theory I)	✓
USB Card (256 MB)	\$25.00	2 nd (when enrolled in Theory II)	✓
Enounce© for Realtime Player software	\$30.00	2 nd (when enrolled in Theory II)	✓
Student NCRA Membership	\$60.00	1 st (when enrolled in Theory I)	✓
ESTIMATED TOTAL	\$2,130 approximately		
OTHER EXPENSES:			
Instructional Materials and Equipment	Approximate Cost	Semester Required	Education Program Related
Tutorial Web Access	\$100-120 per semester	While enrolled in All JRC courses	✓
Textbooks - Nontechnical Courses	\$600.00	As needed	✓
Textbooks - JRC Technical Courses	\$900.00	As needed	✓